

## **Attachment 1**

### **INDIAN RIVER COUNTY REQUEST FOR APPLICATIONS RESIDENT PARKS HOST DEPUTY VICTOR HART SR. COMMUNITY ENHANCEMENT COMPLEX**

**DEPARTMENT: Parks, Recreation & Conservation**

#### **GENERAL DESCRIPTION:**

Indian River County is seeking a qualified and responsible individual to serve as an On-site Parks Host Deputy who will reside on-site at the Victor Hart Sr. Community Enhancement Complex. In lieu of rent, the Parks Host Deputy will provide 10 hours of documented site security services per week in support of County operations, public safety, property maintenance, and community outreach under the direction of the Parks, Recreation, and Conservation Department.

#### **ESSENTIAL JOB FUNCTIONS:**

- Perform routine patrols within the designated County property to deter trespassing, vandalism, and other unauthorized activities.
- Provide a visible presence to enhance safety and security on the property.
- Respond to property-related emergencies or issues, acting as the first point of contact and coordinating with the Indian River Sheriff's Office as needed.
- Maintain accurate records of hours worked and tasks completed.
- Support public service efforts such as assisting visitors, answering inquiries, and representing the County in a professional manner.
- Under the direction of the Parks Superintendent, this position may assist with upkeep, maintenance, and minor repairs of the County-owned residence, land, and infrastructure, and will communicate any facility needs to the Parks Superintendent.
- Follow all County policies and safety protocols while on duty and residing on-site.
- These essential job functions are not to be construed as a complete statement of all duties performed. The Parks Host Deputy will be required to perform other job-related duties as required.

#### **MINIMUM QUALIFICATIONS:**

- Strong communication skills and the ability to interact effectively with the public and County personnel.
- Must have a take home, marked Indian River County Sheriff's patrol car.
- Must be a current, sworn deputy with the Indian River County Sheriff's Office and in good standing.

### **TERMS OF RESIDENCY AND SERVICE:**

- **Housing Provided:** The Parks Host Deputy will be provided with on-site housing, including water and sewer, and trash collection. The Parks Host Deputy is responsible for electricity, internet, and any other utilities not listed.
- **Insurance:** The Parks Host Deputy is responsible for carrying a general liability insurance policy with respect to the Licensed Property in the amount to be determined by the County's Risk Manager.
- **Labor Commitment:** Resident must complete a minimum of 520 hours of approved service; with the goal of providing 10 hours per week.
- **Scheduling:** Hours and duties will be coordinated with the Parks Superintendent and tracked via a procedure as designated by the County.
- **Residency Agreement:** Resident must sign and comply with a license agreement detailing duties, conduct, and termination terms.

### **APPLICATION:**

To apply, please provide a letter of interest with resume accompanied by a reference letter from the Indian River County Sheriff's Office and three personal references.